

Pay Pool Administrator Advisory

2014-13

Issue Date: November 6, 2014

Topic: Mandatory Objectives Available for Contribution Planning

Discussion: The option to assign mandatory objectives in the Contribution Planning module is a new feature released this week. Mandatory Objectives is a separate textbox with a 6,000 character limit. Mandatory DoD-wide or Component-directed mandatory objectives maybe assigned to specified employees by the supervisor and documented in this section.

Action: Advise your pay pool managers that the mandatory objectives feature in the Contribution Planning module in CAS2Net is operational. If your pay pool will use this option, click on Data Maintenance on the Pay Pool Administrator Menu in CAS2Net, select Maintain Pay Pool, and click on the radio button for “Yes” on the next webpage to turn on the feature and Update.

The left screenshot shows the 'Employee Maintenance' menu. The 'Pay Pool Administrator Menu' is on the left, and the 'Employee Maintenance Menu' is on the right. The 'Maintain Pay Pool' option is highlighted in red at the bottom of the menu. The right screenshot shows the 'Maintain Pay Pool' form. The 'Pay Pool' dropdown is set to 'AMC/LH'. The 'Allow Contribution Planning Mandatory Objectives?' radio button is set to 'Yes' (circled in red). The 'Release current cycle appraisals for review with employees?' radio button is set to 'No'. There is an 'Update' button and a '[Data Maintenance Menu]' link. At the bottom, it says 'Please send comments/suggestions about this form to CAS2Net Support'.

Advise the supervisors that:

- 1) The supervisor must be the user to populate the Mandatory Objectives textbox. The Mandatory Objectives are read-only to employees. They may not edit or enter any input in the Mandatory Objectives textbox.
- 2) Text must be in the Individual Objectives textbox in order to save text in the Mandatory Objectives textbox.
- 3) As before, Individual Objectives may be entered and edited by the employee or the supervisor until the supervisor indicates Contribution Planning is complete by selecting method and date of communication.

The screenshot shows the 'Contribution Planning Input: Mandatory Objectives' form. It has a title bar that says 'Contribution Planning Input: Mandatory Objectives' and a character count '(Characters used: 32 of 6000)'. Below the title bar is a large text area for 'Mandatory Objectives' with a placeholder text 'This is the mandatory objective.' and a scroll bar. Below this is a section for 'Individual Objectives' with a character count '(Characters used: 111 of 6000)'. It contains a text area with a placeholder text 'There must be text in the Individual Objectives textbox in order to Save the instance of Contribution Planning.' and a scroll bar.

NOTE: If the pay pool administrator does not select “Yes” to turn this Mandatory Objectives feature on, then users will only see the Individual Objectives textbox on the Contribution Planning webpage.